

June 25, 2007

Dear Training Provider:

The District of Columbia Workforce Investment Council (DC WIC), is currently expanding the list of training providers operating in the Washington Metropolitan Area that provide high quality training in our high growth industries and high demand occupations. Training providers meeting the necessary requirements will be included on the list and become eligible to receive referrals from the DC Department of Employment Services (DC DOES) for training under the Workforce Investment Act (WIA) of August 7, 1998. Please note: Being placed on the District's Eligible Training Providers List does not guarantee referrals because applicants have the right to choose enrollment with any provider on the list, regardless of initial point of contact.

Respondents to this letter must meet the following minimum eligibility requirements:

- **Must be licensed;**
- **Must indicated if the business appears on the State or federal debarment list;**
- **Must meet the definition of a commercially available, off-the-shelf training course;**
- **Must possess current general liability insurance;**
- **Must be accessible to persons with disabilities;**
- **Must offer training opportunities in accordance with the Workforce Investment Council's High Growth Industries and Bureau of Labor Standards High Demand Occupational List;**
- **Must offer programs that permit customers to complete training within twelve consecutive months;**
- **Must have a verifiable placement rate of at least 70%;**
- **Must be competitively priced;**
- **Must have an average annual wage at placement that is at least twice the total cost of training; and**
- **Must provide employer references and a listing of employers that hire training graduates.**

The Workforce Investment Act (WIA) requires that approved training providers offer their respective “commercially available, off-the-shelf” training courses to the general public at established and reasonable cost.

DC WIC is requiring each prospective training provider to complete the attached application (Attachment A), and submit the requested documentation for determination of your eligibility. Application packages should be hand delivered or mailed to the person identified below. The application package must include an original and two copies. Also, you must submit three (3) copies of your most current course catalog(s).

All inquiries or questions regarding this application should be directed to:

**Keith D. Mitchell
Executive Director
DC Workforce Investment Council
609 H Street, N.E., Room 521
Washington, D.C. 20002
Telephone No. (202) 698-5826
Fax No. (202) 724-1334**

**Sincerely,
Keith D. Mitchell**

ATTACHMENT A

PROVIDER APPLICATION CONTENT CHECK LIST

Reference Data	Yes	No	Reference Data	Yes	No
Catalogs/Brochures are included?			Basic Remediation is Offered to Student?		
Training Provider has Accreditation?			Job Placement Assistance is Provided?		
Instructor/Student Ratio is 1:20 or less?			When Available, Job Placement Assistance is a Free Service?		
Instructors Background and Experience Discussed?			Is Financial Aid Available to Eligible Students?		
The Training Site is Accessible by Public Transportation?			The Training Provider Offers Some Supportive Services to Students?		
Tuition Fee Remains the Same for At Least One Year?			75% or More Students Complete Training		
Courses Offered for Consideration are listed?			A tuition Refund Policy is Discussed or Attached:		

Before submitting your application, please ensure that it contains all of the above items. If any of the items are missing, **DO NOT** submit the application until the items are addressed. Otherwise, your application will be returned without further consideration.

ATTACHMENTS

- ATTACHMENT A:** **Application for Training Provider Certification
and Application Check List**
- ATTACHMENT B:** **Growth Industries and Occupations in Demand**
- ATTACHMENT C:** **Tuition Refund Policy**
- ATTACHMENT D:** **Request for CRS/IFT Information**

ATTACHMENT A

**District of Columbia Government
Workforce Investment Council (WIC)**

**APPLICATION FOR TRAINING PROVIDER CERTIFICATION
In accordance with the Workforce Investment Act (WIA)**

THIS APPLICATION IS VALID THROUGH MARCH 31, 2008

1. **Name of Establishment:** _____

Address: _____

Email: _____

City: _____ **State:** _____ **Zip Code:** _____

Chief Operating Officer _____

Contact Person _____ **Title:** _____ **Phone:** _____ **Fax:** _____

Type of Establishment:

Public ____ **Private Proprietary** ____ **Non-Profit** ____ **other:** _____

Date of Establishment _____

Federal Tax Identification Number (Provide on company letterhead)

Data-Universal-Numbering-System (DUNS) Number (Provide on company letterhead)

W-9 Tax Form _____ (attach copy of form)
2. **Address of training site, if different from above:** _____

3. **Is your training establishment licensed to do business in the location(s) cited in this application?** ____ **Yes** ____ **No** ____ **Not Applicable (if public institution).**

If yes, what is the expiration date? ____/____/_____
If yes, ATTACH A COPY OF VALID LICENSE(S)

4. Does your training establishment have an Education License to provide training services to the public? DC ____ Yes ____ No;
MD ____ Yes ____ No;
VA ____ Yes ____ No

What is the expiration date? ____/____/____

ATTACH A COPY OF VALID LICENSE

(If no, be advised that license must be obtained prior to award of BPA.

5. Does your training establishment currently have insurance for accidental injury to students during attendance?

____ Yes (Attach a copy of the Certificate of Insurance):
____ No (Explain):

6. Are your training facilities accessible to individuals with disabilities in accordance with the Americans with Disabilities Act (ADA)?

____ Yes
____ No (if no, provide a plan to come into compliance

List site facilities ability to accommodate:

Hearing impaired: _____
Visually impaired: _____
Physically impaired: _____

7. Is your establishment debarred from Federal or District contracting?

____ Yes
____ No

8a. Does your establishment offer this training to the general public?

Yes _____ No _____

(a) If yes, provide documentation (i.e. catalogues, with effective period (3 copies) newspaper advertisements

(b) If no, please provide an explanation.

8b. Is the cost of training consistent for all customers (public, private or government-sponsored)?

Yes _____ No _____ If no, please explain.

9a. Is there an industry-wide credential and/or license associated with this training program?

_____ Yes (Identify license and/or credential) _____
_____ No

9b. Will students completing this program be fully qualified to meet licensing and/or certification requirements? Yes _____ No _____ N/A _____

10. Are there any additional costs for books, uniforms, licenses, etc.?

_____ Yes (An itemized list must be attached)
_____ No

11. Is financial aid available to eligible students at your establishment?

_____ Yes (Describe):
_____ No

12. Do you have a refund policy?
_____ Yes
_____ No
13. Do your instructors for the training offered have at least three years of experience in their field? Provide copies of names of instructors with resumes, job descriptions, and credentials (degrees, licenses, certificates, etc.).

Yes _____ No _____ If no, provide explanation.
14. What is the average student/teacher ratio for your class (es)? _____ to _____
15. What is the average starting salary for customers/clients that completed training via your establishment? Average starting salaries of customers/clients over the last program year. \$_____ Per hour or \$_____ annually.
16. What, if any, supportive services do you provide to assure the customers/clients successful completion of training? (i.e. job search assistance, childcare, financial management, basic remediation, counseling, etc.)

Please describe _____

17. Are the training facilities located within reasonable proximity to public transportation?

_____ Yes
_____ No
18. Will your instructors be able to sign daily attendance slips for participants using WIA funds for tuition?
_____ Yes
_____ No (Explain):
19. If your establishment has not conducted business with DOES in the past year, please provide a listing of employers, including name, address and telephone numbers and names of individuals who have employed other students from your institution?

20. For billing questions, please provide the name, phone, fax and email information for your point of contact:

Name: _____

Phone: (_____)_____ FAX: (_____)_____

Email: _____

21. Referring to the List of Demand Occupations, identify the related training areas in which this application is being submitted for consideration.

_____	_____
_____	_____
_____	_____

As an authorized representative of the above named training establishment, I certify that all of the information and cost contained herein are true and accurate to the best of my knowledge and belief.

(Print or Type Name)

(Title)

(Signature)

(Date)

Send the completed application and all required information to:

Keith D. Mitchell
Executive Director
DC Workforce Investment Council
609 H Street, N.E., Room 521
Washington, D.C. 20002
Phone 202- 698-5826 Fax No. (202) 724-1334

ATTACHMENT B

District of Columbia Workforce Investment Council

OCCUPATIONS IN DEMAND LISTING

The District of Columbia Government, DC Department of Employment Services (DC DOES) Labor Market Information-Research and Analysis Division, identified the occupations listed below to be in demand. These demand occupations provide the basis for all occupations skills training conducted by DC DOES, unless a training provider can adequately document an emerging occupation that is not identified through available labor market information,

The attached occupations in demand have been established in Washington, D.C. Metropolitan Area for Program Year 2006, July 1, 2007 through June 30, 2008.

In addition to the listing of high demand occupations, the DC WIC has identified and approved the District's High Growth Industries and Top Priority High Demand Occupations that must be considered by approved training providers. The DC WIC, in collaboration with the Mayor, must insure that public workforce investment resources are effectively administered to improve and enhance the employability skills of District residents to assist in meeting the needs of employers and obtaining employment with family sustaining wages and benefits.

NOTE: ALL TRAINING MUST BE CONDUCTED IN A HIGH GROWTH INDUSTRY AND HIGH DEMAND OCCUPATIONS WITH SUSTAINABLE WAGES, BENEFITS, AND LIKELIHOOD OF ADVANCEMENT.

Establishing a Demand Driven Workforce Investment System

To compete in today's global economy, businesses need a skilled workforce, and our District residents need increasingly higher levels of skills and knowledge. In the past, our workforce education and training programs were not aligned with the needs and job openings in our economy. The District of Columbia Workforce Investment Council's Strategic Plan seeks to change that by targeting education and training dollars to our High Growth Industries and their High Priority Occupations.

High Priority Occupations are defined as job categories that are in demand by employers, have higher skill needs, and are most likely to provide family sustaining/living wages. The DC WIC has developed a three step process to define High Priority Occupations:

- Step One – Industry Sector Analysis to identify the industry sectors that provide the highest potential for growth and could benefit most from strategic workforce training investments.
- Step Two – Occupational Data Analysis to create a baseline list of high demand, higher wage occupations within each of the targeted industry sectors using the best available labor force data.
- Step Three – Expert Input and Regional Factors to identify occupations that are likely to emerge based on economic development investment, new labor trends, or business demand, that are too new or regionally-specific to be identified by the data.

Step One was completed by the DC WIC through its District State of the Workforce Report. Steps Two and Three of this process will be undertaken annually to ensure that training investments keep pace with rapidly changing technology and labor market demands. Our public workforce investments will be focused on job categories identified as High Priority Occupations.

Step One – Industry Sector Analysis

As part of the effort to better align workforce spending with the needs of our regional economy, the DC WIC identified seven high growth industries in the DC Metro area. The DC WIC incorporated the labor market data from the DC Department of Employment Services as well as similar sector analyses performed by the DC Public Schools and the DC Chamber of Commerce. The DC WIC will be finalizing its research in September 2005 with a sector by sector analysis of the various occupations within each of these high growth sectors. The DC WIC High Growth Industries consist of the following:

- **Health Care**
- **Business Services and Entrepreneurship (including Federal and local government)**
- **Hospitality and Tourism**
- **Information Technology**
- **Construction**
- **Transportation**
- **Retail**

Step Two – Occupational Data Analysis

The next step is to align training and education with occupations that are in demand by employers, have higher skill needs, and are most likely to provide family sustaining/living wages. The goal of the process is to incorporate both the best available statistics and local input from workforce and economic developers. Combining hard data and expert knowledge will result in a more accurate picture of the District's and regions workforce needs than relying on either source alone.

The DC Department of Employment Services will prepare a baseline list of occupations using federal and state labor market data as well as projections based on U.S. Department of Labor models. This list has been further refined in Step Three to incorporate expert opinion and local information. Occupations are selected based on the following criteria:

Importance to the Sector was defined based on two factors. Occupations had account for at least one out of every 100 jobs in the sector ('significance') or at least one out of every five jobs in the occupation must be in the sector ('dominance').

The number of projected annual openings in the sector was set at:

- **100 openings within the sector**
- **Occupations requiring an Associate degree and/or a minimum of two years training/certification**
- **Job quality was defined based on wages at or above \$11.75 per hour (adopted living wage standard).**

WIC Top Priority High Demand Occupations

Demand Occupations	DC Openings	Regional Openings	Avg. Hr. Wage	Avg. Annual Wage
Office Clerks, general	372	1659	\$13.22	\$27,500
Secretaries	291	929	\$17.69	\$36,790
Executive Secretaries and Administrative Assistant	279	1053	\$19.85	\$41,280
Receptionists and Information Clerks	262	1143	\$13.32	\$27,710
Legal Secretaries	206	505	\$24.45	\$50,860
Maintenance and Repair Worker	113	332	\$17.83	\$37,080
Licensed Practical and Licensed Vocational Nurses	58	481	\$21.22	\$44,130
Security Guards	380	1011	\$12.77	\$26,570
Truck Drivers – light or delivery		716	\$13.99	\$29,090
Automotive Technician or Mechanic		668	\$19.55	\$40,660
Medical Assistants		371	\$14.09	\$29,310
Computer Support Specialist	145	1,290	\$23.27	\$48,390
Physical Therapist Aides		371	\$14.09	\$29,310
Medical Records and Health Information Technicians	28	126	\$15.27	\$31,750
Dental Assistants		242	\$16.73	\$34,790
Dental Hygienists		141	\$33.95	\$70,610
Pharmacy Technicians		197	\$12.49	\$25,970
Physical Therapist Assistants		27	\$19.41	\$40,370

Demand Occupations	DC Openings	Regional Openings	Avg. Hr. Wage	Avg. Annual Wage
Security Guards	380	1011	\$12.77	\$26,570
Office Clerks, general	372	1659	\$13.22	\$27,500
Truck Drivers – light or delivery		716	\$13.99	\$29,090
Retail Salesperson	342	4062	\$11.25	\$23,410
Customer Service Representatives	195	1383	\$14.98	\$31,160
Laborers – Stock, Freight, Material	141	1252	\$11.72	\$24,370
Cooks, Restaurant	130	500	\$11.51	\$23,940
Nursing Aides, Orderlies, Attendants	59	655	\$11.49	\$23,900
Construction Laborers	64	569	\$13.45	\$27,970
Truck Driver – heavy and tractor-trailer		384	\$17.33	\$36,040
Physical Therapist Aides		46	\$10.84	\$22,550

Note: All of the Top Priority Demand Occupations are based on the DC and/or DC Metro area High Growth Industries at or above the adopted Living Wage of \$11.75 per hour.

Step Three – Expert Input and Regional Factors

The third step is to refine the baseline list to incorporate input from workforce professionals including economic developers, business and labor leaders, workforce development professionals and educators to better understand demand for a specific workforce that cannot be captured by the data. Critical to this effort is the contact with regional partners consisting of business leaders, worker representatives and education experts who define immediate and anticipated training needs and human resource challenges.

It is critical that modifications to the baseline list do not undercut or contradict the strategic direction underlying the District's workforce reforms. Proposed additions to the Top Priority Occupation list must be supported by sound rationale and documented evidence of industry demand and must pay at or above the wage floor currently set at \$11.75 per hour. All additions to the Top Priority Occupation list are subject to approval by the DC WIC and the Mayor.

ATTACHMENT C

TUITION REFUND

POLICY

ATTACHMENT C

Tuition Refund Policy

Occasionally, a student may find it necessary to withdraw from all classes during the training period. Depending upon when this action is taken, the District may be refunded all or part of their tuition and fee charges. If the student is a financial aid recipient, the training provider, as well as the student, may be required to return to the federal government, all or a portion of the aid that had been disbursed to the student and /or the student's account.

The District's BPA providers Refund Policy must be consistent with this policy (except for two or four year institutions).

Tuition Refund Criteria:

The District's Tuition Refund Policy requires that training funds are returned in accordance with the following criteria:

100% of the tuition and fees must be refunded for a student who withdraws from all classes prior to the 5th day of class.

90% of the tuition and fees must be refunded for official or unofficial withdrawals made between the 6th day of class and the 13th day of class.

50% of the tuition and fees must be refunded for official or unofficial withdrawals made on or after the 14th day of class but prior to the end of the 21st day of class.

Funds are to be returned to the District within four weeks following the establishment of a student's official or unofficial withdrawal.

The Office of Program Performance Monitoring will provide instructions to BPA providers who are required to refund funds to the District government.

ATTACHMENT D

Request for Consumer Report System / Individual Fund Tracking Information

REQUEST FOR ITA PROGRAM/COURSE TO BE ADDED TO CRS/IFT**School/Provider:**

Name	
Address	
Telephone	
Contact Name	
Contact Title	

Name of Program (Please spell out any acronyms):

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Program Description:

Duration (in weeks/months):	Total Classroom Hours:	Certificate Received?
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Program Costs:

Tuition	
Books	
Tools	
Other	
TOTAL	

Occupational Preparation:

Occupational Title	O*NET Code	High Demand?

Min. Class Size	Max. Class Size	# of Instructors	Frequency (Daily, Weekly, Bi-Weekly, etc.)

Date Program First Implemented: _____ Pell Grant Eligible? Yes

☐☐**Approved by WIC:**

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Name

Title

Date

ALL REQUESTS FOR ADDITION OF NEW PROGRAMS TO THE CRS/IFT MUST BE APPROVED BY THE WORKFORCE INVESTMENT COUNCIL (WIC) AND INCLUDE SUPPORTING DOCUMENTATION FROM THE CATALOG OR ON THEIR LETTERHEAD.